

**ELLESMERE TOWN COUNCIL**

Minutes of the meeting of the Staffing & Governance Sub-Committee held virtually on Monday  
6th July, 2020 at 6.15pm.

**PRESENT:** Chair: Cllr P Goulbourne  
Councillors: Cllrs G Elner, R Hartley, G Hutchinson, D Lunn and  
A Wignall  
Town Clerk & RFO: Joanne Butterworth  
Assistant Clerks: Phil Smith and Jean Hynes

SG/9/20 **To Receive Apologies and Reason for Absence.**

None received.

SG/10/20 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

None received.

SG/11/20 **Grant Dispensations**

None received.

SG/12/20 **Minutes**

It was moved by Cllr A Wignall, seconded by Cllr G Elner and

**RESOLVED** - that the minutes of the meeting on 21 May, 2020 be approved and signed by the Chair as a true record.

SG/13/20 **Public Participation Session**

No public were present

SG/14/20 **Exclusion of Press and Public**

It was moved by Cllr A Wignall, seconded by Cllr R Hartley and

**RESOLVED** - that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in the Acts.

SG/15/20 **Assistant Clerk's Resignation**

The Town Clerk reported that the Assistant Clerk (10 hrs per week) had given notice of his intention to leave the Council on 31 July 2020. The likelihood of his retirement this summer had been known for some time, and had been reflected in the review of Town Council staffing that had been carried out with Shropshire

HR. It was proposed that this Assistant Clerk post be replaced with an Administrative Assistant post for 20 hours per week. The role would be focussed on providing administrative support for the running of the Town Hall, including the supervision of the caretaking and cleaning staff. The hours had been increased with the intention of the postholder providing a public reception role Monday to Friday. The post had been job-evaluated by Shropshire Council HR as being at Salary Scale 5 or 6. Copies of the proposed job description, person specification and job advert had been circulated. A couple of minor amendments to the job description were suggested.

It was proposed to advertise the post online, on the Council and SALC websites, local social media etc for a couple of weeks. There was also a need to agree a panel to conduct the interviews.

The Sub-Committee considered the new arrangements and the financial implications, and the Town Clerk circulated a breakdown of the proposed staffing costs for the current financial year.

It was moved by Cllr G Elner, seconded by Cllr A Wignall and

**RESOLVED** -

- (a) to RECOMMEND to COUNCIL that the Assistant Clerk (10hrs per week) post be deleted, to be replaced by the post of Administrative Assistant (20 hours per week) at Salary Scale point 6;**
- (b) to RECOMMEND to COUNCIL that the job description (as amended), person specification and job advert for the post be approved;**
- (c) that the post be advertised on-line for two weeks, and, if there is not sufficient response, an advert in the local press be considered;**
- (d) that the interview panel consist of the Town Mayor, Chair of the Finance, Asset & Resources Committee and the Town Clerk.**

(The Assistant Clerk (20 hrs) left the meeting for the duration of the next item of business).

SG/16/20

**Assistant Clerk's Temporary Contract**

The Town Clerk reported that the Assistant Clerk's (20 hrs) temporary 6 month contract expired at the beginning of September. She had carried out her performance appraisal and details of the outcome were given to the Sub-Committee. In response to questions, the Town Clerk also outlined the training that the postholder had undertaken.

The Town Clerk added that, following the staffing review undertaken with Shropshire HR, it was recommended that the job title of the post be changed to Deputy Clerk and Deputy Responsible Financial Officer (RFO). This would make it clear that the postholder would deputise for the Town Clerk in her absence.

It was moved by Cllr G Elner, seconded by Cllr P Goulbourne and

**RESOLVED to RECOMMEND to COUNCIL that the postholder be made a permanent member of staff with the job title Deputy Clerk and Deputy RFO (on the same salary, terms and conditions as her current post) with effect from 9 September 2020.**

SG/17/20

**Maternity Cover**

The Town Clerk reported that one of the Town Hall caretaking assistants would be starting her maternity leave on 23 July 2020. It was proposed that one of the other Town Hall cleaning staff cover the hours for the duration of the maternity leave, and details of the costs were provided. It was moved by Cllr P Goulbourne, seconded by Cllr G Elner and

**RESOLVED - that the arrangements for the provision of maternity cover be approved.**

The meeting closed at 6.30pm

Chair: .....

Date: .....